



# Regulatory Licensing and Permitting System (RLPS)

## RLPS Server Training Class Roster Report

# RLPS Server Training Class Roster Report: Presentation Content

- Citizen Access Server Training Class Results
- Site address: <https://rlps.abc.tn.gov/citizenaccess/>
  - Class Result Update

Assumes the following:

- ✓ User is logged into their RLPS account
- ✓ User has already received their Server Training Trainer Certificate under an approved Training Program.
- ✓ User has created a Training Schedule entry.
- ✓ User has trained the students on the class schedule as documented.

# RLPS Server Training Class Roster Report

- Click the “My Records” tab.

Logged in as: John Doe   Collections (0)   Account Management   Logout

Search...

Home   Licenses

Dashboard   My Records   My Account   Advanced Search ▼

Hello, John Doe

**My Collection (0)**   View Collections

You do not have any collections right now.

**Work in progress** ⓘ   View All Records

Record Name	Record ID	Module	Creation Date	Action
No records found				

# RLPS Server Training Class Roster Report

- Click the RLPS ID of the Training Schedule record.

Home Licenses

Create an Application Search Existing

## My Records

The list below displays your active License, Permit, Application, Renewal, Change Request, and Citation Records.

View record detail by clicking on the RLPS ID of the record.  
Outstanding fees or fines may be paid for by clicking the "Pay Fees Due" link next to the record.  
Incomplete records may be resumed by clicking the "Resume Application" link next to the record.  
Renew a license by clicking the "Renew" link next to the record. The "Renew" link will only appear 45-days prior to expiration if the license is in good standing and all fines have been paid.

Showing 1-10 of 29 | Add to collection

<input type="checkbox"/>	Action	RLPS ID	RLPS Record Type	Expiration Date	Record Status	Short Notes
<input type="checkbox"/>	Amendment	EDUSTT-1800006	Server Training Trainer Certificate	01/19/2019	Active	
<input type="checkbox"/>		18S-EDU-SCH-000012	Training Schedule		Submitted	
<input type="checkbox"/>		18A-EDU-STT-000011	Server Training Trainer Application		Issued	

< Prev 1 2 3 Next >

Click on  
the related  
Training  
Schedule  
record

# RLPS Server Training Class Roster Report

- Click the Report dropdown arrow followed by “Trainer Class Roster Report”.

The screenshot shows the RLPS Server interface. At the top, there is a navigation bar with 'Logged in as:', 'Collections (0)', 'Reports (5)', 'Account Management', and 'Logout'. Below this, there is a search bar with the text '18S-EDU-SCH-000015' and a green magnifying glass icon. The main content area has a sidebar with 'Home' and 'Licenses' tabs, and buttons for 'Create an Application' and 'Search Existing'. The main content area displays 'Record 18S-EDU-SCH-000012:' with a link to 'Add to collection'. Below this, there is a 'Training Schedule' section and a 'Record Status: Submitted' section. At the bottom, there are three tabs: 'Record Info', 'Payments', and 'Education'. A red box highlights the 'Business Address' section, and another red box highlights the 'Record Details' section. A dropdown menu is open under the 'Reports (5)' link, showing a list of reports: 'Certified Managers', 'Citation', 'Class Schedule Report', 'Consent Order', and 'Trainer Class Roster Report'. The 'Trainer Class Roster Report' is highlighted with a red box. A red arrow points from the 'Reports (5)' link to the dropdown menu, and another red arrow points from the 'Trainer Class Roster Report' to a callout box. The callout box contains the text: 'Click the Trainer Class Roster Report. Note: Disable your POPUP BLOCKERS.'

Logged in as: Collections (0) Reports (5) Account Management Logout

18S-EDU-SCH-000015

Home Licenses

Create an Application Search Existing

Record 18S-EDU-SCH-000012: Add to collection

Training Schedule

Record Status: Submitted

Record Info Payments Education

Business Address

Record Details

Licensed Professional:  
Provider EDUSTT-1800006

More Details

Reports (6):  
Certified Managers  
Citation  
Class Schedule Report  
Consent Order  
Trainer Class Roster Report

Click the Trainer Class Roster Report.  
**Note:** Disable your POPUP BLOCKERS.

# RLPS Server Training Class Roster Report

- A report will be displayed showing the RLPS ID of individuals (i.e Students) who are currently registered for your class.

Trainee's RLPS ID	Trainee's First Name	Trainee's Last Name	Class Date	Trainer's Name	Trainer's RLPS #	Score
17A-CPER-SER-000002	John	Doe	02/04/2018	TIMMY SLICET1800006	EDUSTT-1800006	<input type="text"/>
18A-CPER-SER-000030	Kathy	ware	02/04/2018	TIMMY SLICET1800006	EDUSTT-1800006	
18A-KPER-SER-000026	Helen	Cox	02/04/2018	TIMMY SLICET1800006	EDUSTT-1800006	

## What we need from you:

- 70 is a Passing Score in RLPS. Please make sure you grade your Trainees per our grading scale.
- If the student is a no show, leave the score empty or you may cross the entire line out.
- Please write the scores down for each related Trainee on a printed copy or electronically and send results to TABC via email to Education staff.



Thank You